

# News from the DHP:

## LHC/HUDSON VALLEY DOCUMENTARY HERITAGE PROGRAM

serving the counties of

*Columbia Dutchess Greene Orange Putnam Rockland Sullivan Ulster*

Summer 2002

The following is a letter received from the Director of the Historical Society of Newburgh Bay and the Highlands in response to a free site visit made by the Regional Archivist.

...Thank you so very much for coming to the Crawford House... Your evaluation of our library and the direction we are taking has been very helpful. It was a wonderful learning experience for me, in particular, as I am so new to this field and I know that Pat [librarian] was delighted with our follow-up letter and its outline of suggestions and recommendations.

We appreciate all the time you took with us and we are glad to know that we are on the right track. We still have a lot to do and your suggestions will help us to keep going in the right direction.

Thank you again for your time and expertise. I look forward to seeing you again at the next LHC or HVDHP event...

Woodstock Art Association

### **WE ALL HAVE THAT BOX OF STUFF SITTING ON THE FLOOR WAITING TO BE LOOKED AT. HERE IS THE HELP YOU NEED TO TURN YOUR STUFF INTO AN ARCHIVAL COLLECTION**

This fall, HVDHP will present a series of 4 half-day, hands-on workshops on identifying and organizing historical records. Participants will have an opportunity to sort through boxes of numerous types of materials commonly found in libraries, museums, archives and historical societies and learn proper archival practices for selecting, arranging and describing the information.

These 4 workshops are being offered as a series and it is suggested that participants attend all 4. However, Identifying Historical Records or Organizing Historical Records can be attended as a separate course. Dates, times and locations will be announced in the Fall newsletter and on the LHC website.

### **FREE SITE VISITS AVAILABLE.**

The Hudson Valley DHP offers free advice and on-site consultations with a regional archivist to area not-for profits. To speak with a regional archivist about your archival needs or to schedule an appointment, contact Dianne Macpherson in Orange and Rockland counties at (914) 592-6726 or email [lowerhudson@msn.com](mailto:lowerhudson@msn.com); contact Erica Blumenfeld in Columbia, Dutchess, Greene, Putnam, Sullivan and Ulster counties at (845)471-1630 or email [ericablumenfeld@hotmail.com](mailto:ericablumenfeld@hotmail.com).

Organizations of any size are invited to participate. Historical societies, museums, libraries and archives are encouraged to take advantage of this opportunity.

A sampling of recent free site visits made by the regional archivists:

#### ◆ **Dutchess County**

Barrett House Galleries & School of Art  
Institute of Ecosystems Studies

#### ◆ **Orange County**

Historical Society of Newburgh Bay & the Highlands

#### ◆ **Putnam County**

Putnam Valley Historical Society  
Patterson Historical Society

#### ◆ **Rockland County**

Little Red Schoolhouse  
Orangetown Historical Museum & Archives

#### ◆ **Sullivan County**

Local History Association of Tusten-Cochection Library

#### ◆ **Ulster County**

Kingston Public Library

### **IDENTIFYING HISTORICAL RECORDS: What Is It? Where Does It Belong? Is It A Keeper?**

Participants will examine actual records and learn how to identify (appraise), evaluate and finally select records with potential historical value. It introduces core terminology, concepts and standard used by the archival profession relating to the appraisal and selection of records that should receive ongoing care.

#### **Part 1. Identification**

#### **Part 2. Selection**

### **ORGANIZING HISTORICAL RECORDS: How Can They Be Arranged? How Can They Be Described? How Can They Be Accessed?**

Participants will be introduced to the basic principles and practices for arranging and describing historical records by using the same records "identified" in the earlier workshops. Learn core terminology, concepts and standards used by the archival profession relating to arrangement and description and become familiar with access tools that can be developed to make historical records available for use.

#### **Part 3. Arrangement**

#### **Part 4. Description & Finding Aids**

### **MARAC/NEA CONFERENCE**

The Mid-Atlantic Regional Archives Conference (MARAC) and the New England Archivists (NEA) will hold a joint conference in Poughkeepsie, Oct. 24-26. Activities include workshops, tours, committee meeting and

conference sessions. Information is available on-line at

[www.lib.umd.edu/MARAC/marac-hp.htm](http://www.lib.umd.edu/MARAC/marac-hp.htm)

HUDSON VALLEY REGION / DOCUMENTARY HERITAGE PROGRAM

## ARCHIVES WEEK

OCTOBER 6 -13, 2002

Archive's Week provides an opportunity to engage our local communities in exploring the heritage, culture and wealth of history we New Yorkers share. At the same time it is an opportunity to emphasize that the evidence of this history exists in the historical documents, photographs and artifacts that cultural institutions such as historical societies, archives, libraries and museums commit to collect, preserve and make available. An increase in public awareness of historical records can often translate into increased financial and community support for the care and management of these historical records.

### ***Who knows your archival holdings better than you do? Wouldn't you like the public to know more about them ?***

We encourage you to participate in Archives Week by highlighting your own historical records holdings. We would like to suggest an easy, inexpensive way to spotlight the importance and value of archival records. Select one item (or group of items) from your collection that represents your institution and display it, or digitize it, or mention it in your next newsletter, or distribute copies of it to school groups, or ask the public to identify the location or person in an historical photograph, or... the possibilities are endless.

If you are interested in joining the Archives Week celebration we invite you to contact your Regional Archivist (Dianne Macpherson, Rockland and Orange counties or Erica Blumenfeld, Dutchess, Putnam, Ulster, Greene, Columbia, Sullivan counties) to discuss your plans and ideas. We will publish a list of activities in the Fall issue of the LHC newsletter. Please send a brief description of the activity including contact name, organization name, address, phone, email, website and hours open by August 30 to Dianne Macpherson, Regional Coordinator, DHP, Lower Hudson Conference, 2199 Saw Mill River Road, Elmsford, NY 10523; tel: 914/592-6726; fax: 914/592-6946; email: [lowerhudson@msn.com](mailto:lowerhudson@msn.com).

The State Archives has published an Archives Week Action Guide which contains valuable information and ideas on planning successful Archives Week activities, available in print and on-line at [www.archives.nysed.gov](http://www.archives.nysed.gov).